

# MISSOURI STATE BOARD OF COSMETOLOGY

## Re-Examination Notification Form Reinstatement by Examination

Examination Classification	Examination Type	Other
<input type="checkbox"/> CA - Cosmetology	<input type="checkbox"/> Written & Practical (Instructors Only)	<b>Board Office Fees</b> <input type="checkbox"/> <b>**Reinstatement</b> <b>** (Fee Required)</b> <b>Operator - \$80.00</b> <b>Instructor - \$60.00</b>
<input type="checkbox"/> CH - Hairdresser	<input type="checkbox"/> Practical Only (Operators Only)	<b>PCS Examination Fees</b> (Submitted to PCS with <i>Scheduling Form</i> )
<input type="checkbox"/> MO - Manicuring		<b>Practical Exam Fees - \$45.00</b> <b>Written Exam Fees - \$75.00</b>
<input type="checkbox"/> E - Esthetician		
<input type="checkbox"/> IT - Instructor		

(Please print or type the following information)

License Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Social Security Number: (Required) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_

The following question must be answered in order to reinstate your license by examination, failure to do so will cause the reinstatement to be rejected and delay scheduling for examination.

In the last ten (10) years have you been adjudicated and found guilty, or entered a plea of guilty or nolo contendere in a criminal prosecution under the laws of this State or any other State or of the United States, whether or not sentence was imposed?  YES  NO

If Yes, is marked for the question above, please attach a statement of the details of such action on a separate sheet.

Please return this completed form to:

Missouri Board of Cosmetology  
3605 Missouri Blvd. (UPS and Fed Ex only)  
P.O. Box 1062 (Postal Service only)  
Jefferson City, MO 65102

\*\*\*Reinstatement applicants must submit the reinstatement fee to the Board Office along with this completed form prior to being scheduled. Instructors must submit proof of attending a Board-approved instructor training seminar within the last 2 years.

NOTE: Please submit \$45.00(Operators license examination fee) and the Scheduling Form directly to Professional Credential Services or \$120.00 (Instructors written and practical examination fee) in order to be scheduled for the Missouri State Board of Cosmetology Examination. Examination Scheduling Forms may be obtained from Professional Credential Services by calling: (888) 822-3272.

**PLEASE SELECT THE MONDAY, MONTH, AND LOCATION FOR WHICH YOU WOULD LIKE TO TEST. THE MISSOURI STATE BOARD OF COSMETOLOGY PRACTICAL EXAMINATIONS ARE GIVEN EVERY MONDAY OF THE FOLLOWING MONTHS.**

MONTH:  Jan  Feb  Mar  Apr  May  Jun  Jul  Aug  Sep  Oct  Nov  Dec

LOCATION: \_\_\_ St. Louis / 1st \_\_\_ Kansas City / 2nd \_\_\_ Jefferson City / 3rd \_\_\_ Springfield / 4<sup>th</sup>

**Practical Exam Test Dates**

Practical exams are given each Monday of every month, except for the fifth Monday.

1st Monday	2nd Monday	3rd Monday	4th Monday
· <b>St. Louis –</b> August 2, 2004 October 4, 2004 November 1, 2004 December 6, 2004	· <b>Kansas City –</b> August 9, 2004 September 13, 2004 October 11, 2004 November 8, 2004 December 13, 2004	· <b>Jefferson City –</b> August 16, 2004 September 20, 2004 October 18, 2004 November 15, 2004 December 20, 2004	· <b>Springfield –</b> August 23, 2004 September 27, 2004 October 25, 2004 November 22, 2004 December 27, 2004

**Application Deadlines**

**Practical Examinations**

The Re-Examination Notification Form along with all the fees, must be received in the Missouri State Board of Cosmetology office And the Scheduling Form must be received in the Professional Credential Services office no later than 14 business days prior to the test date you intend to take the practical examination. Applications received post 14 days will be processed for the next scheduled practical examination.

**Theory Examinations (Reinstatement of Instructor’s license)**

Theory applications will be processed daily for theory tests which are administered at LaserGrade Testing Centers. Please visit [www.lasergrade.com](http://www.lasergrade.com) for location information.’

The location and date of your examination will be provided on your *Admission Notice* for the Practical Examinations. If you are applying for the Instructor’s examination you will also receive an *Authorization to Test* (ATT) for the Written examination, please refer to your Candidate Information Bulletin and the directions on your ATT for information on scheduling at a LaserGrade test location.

**Practical Locations**

1st Monday	2nd Monday	3rd Monday	4th Monday
· <b>St. Louis –</b> Holiday Inn – Southwest Viking 10709 Watson Road St. Louis, MO 63127 (800) 682-6338	· <b>Kansas City –</b> Double Tree Hotel 1301 Wyandotte Kansas City, MO 64105 (816) 474-6664	· <b>Jefferson City –</b> Ramada Inn & Convention Center 1510 Jefferson Street Jefferson City, MO 65110 (573) 635-7171	· <b>Springfield –</b> Clarion Hotel 3333 South Glenstone Springfield, MO 65804 (417) 865-8600